

**Part-Time Volunteer Intern
Access to Justice Initiatives
Administrative Office of the Trial Court**

Position Summary

The Justices of the Supreme Judicial Court and the Chief Justice for Administration and Management of the Trial Court have appointed a Special Advisor and a Deputy Advisor to the Trial Court for Access to Justice Initiatives. The volunteer intern will support the work of the Special Advisor and the deputy Advisor in assisting the Trial Court Departments to implement policies and programs to broaden access to justice for all court users.

Major Duties

- * Assist and support the work of the Special Advisor and the Deputy Advisor by providing administrative support, including support for working groups and advisory groups.
- * Research and assist in identifying grant opportunities
- * Assist with outreach to Trial Court Departments and outside groups (Executive agencies, the organized bar, the business community, etc.)
- * Draft research memoranda and correspondence
- * Perform other duties as required

Position Requirements

- * Current law student (2L, 3L preferred) with strong interest in the Massachusetts courts and in access to justice issues
- * Strong organizational and administrative skills
- * Strong research, analytical, and writing skills
- * Ability to work and interact professionally and independently
- * Familiarity with Windows environment, with WordPerfect experience preferred

Terms of Internship

The internship is unpaid and requires a commitment of 10-15 hours a week (excluding holiday weeks). Hours and length of internship may be extended by mutual agreement.

Cover letter and resume should be forwarded no later than December 15, 2009 to Sandra Lundy, Senior Staff Attorney and Deputy Advisor for Access to Justice Initiatives, either electronically to sandra.lundy@sjc.state.ma.us or by mail to:

Sandra Lundy
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